



## The beckydellmusicacademy

### Terms and Conditions 2018/19

#### Lessons

**1.1 OUR LESSONS:** Our lessons are taught 34 weeks of the year. Term dates are sent ahead of each academic year. Additional lessons can be arranged, but we require students to commit to weekly lessons in term time. Once the lesson time and date has been agreed, that slot will be reserved for your child for the teaching year. If you wish to alter your regular lesson time in the course of the academic year, six weeks notice is required.

**1.2 MISSED LESSONS:** If you miss a lesson or we turn up for a scheduled lesson and you have forgotten about it/are not there, the lesson is lost and no refund will be given. If you have multiple lessons within a family and one child is away/ill, we are happy for a family member to use their lesson time instead.

**1.3 STOPPING / CHANGING LESSONS:** If you wish to stop lessons six weeks notice is required. We cannot permit our tutors to work privately for any families that have or have previously had lessons within the academy, so please don't ask them. This is also written into our tutors' contracts.

**1.4 TUTOR MISSING A LESSON:** If your tutor misses a lesson, you have three options; Arrange for a replacement lesson at a mutually convenient time or another tutor to cover the lesson at a mutually convenient time or receive a refund for the missed lesson (applicable for weekly lessons on standing order only).

#### Payment/Fees

**2.1 MONTHLY STANDING ORDER:** Fees are spread evenly across 10 months and are to be paid by standing order on the 1<sup>st</sup> of every month. The first payment of each academic year is to be made on 1<sup>st</sup> September, and the final payment on the 1<sup>st</sup> June. If the fees are not received on time you will receive one free reminder. If the fees are not then paid within a week of this reminder you will be charged a £25 administration fee and your child's lessons can be cancelled at our discretion until the fees are paid. If you are having trouble paying the fees, please contact us to discuss this.

**2.2 CHANGES TO FEES:** You will always receive at least six weeks notice of any increase in fees. There will never be more than one price increase in any academic year.

**2.3 BANK ACCOUNT DETAILS:**

Barclays Bank  
RUBYBIRD MUSIC  
Sort code: 20-49-81  
Account number: 23985113

*(Please put your child's name(s) as your invoice reference)*



The  
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## What you can expect from us:

4.1 Tutors will be CRB/DBS checked and have Public Liability Insurance (PLI), turn up promptly for lessons, keep parents informed of progress, use inspiring and appropriate music for the pupils, encourage the pupils to expand their musical repertoire and musical knowledge, enter the students for appropriate exams and encourage and prepare them for performing at our regular concerts.

4.2 In addition, Becky will write regular updates and vlog/blog posts on the BDMA website, put on bianual concerts\*, train and keep tutors developing professionally and personally so they can be the best tutors possible, develop the community of tutors and students and provide help and advice with buying/hiring pianos and other instruments.

\*(Please be aware we do group photos at the end of the concerts and will use these on our social media and websites - PLEASE LET US KNOW IF YOU DO NOT WANT ANY PICTURES OF YOUR CHILD TO BE PUBLISHED)

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